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~~ADMIN-INTERNAL USE ONLY~~

8 December 1986

STAT MEMORANDUM FOR: [redacted]
Chief, Information Resources
Management Division, OIS

STAT FROM: [redacted]
Information Management Officer
DDI/SOVA

SUBJECT: Annual Records Inventory - FY 1986

REFERENCE: Memo for RMOs, dtd 17 Oct 86, Same Subject

1. Attached is a completed Form 3581, Annual Report of Records Holdings, giving the statistics for record holdings in the Office of Soviet Analysis.

STAT 2. Please call me on [redacted] if I may be of further assistance.

STAT [redacted]

Attachment:
For 3581

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDI/SOVA

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	4778.5	4140.4	(638.1)
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	2125.5	3589.4	1463.9
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	50.5	85.1	34.6
d.	Other *(Describe)* See*1	5.5	6.6	1.1
TOTAL LINEAR FEET OF OFFICE FILES		6960.0	7821.5	861.5
II.	CARD-SIZE FILES:			
a.	3x5 Cards	58.6	81.5	22.9
b.	5x8 Cards	82.6	113.9	31.3
c.	Punch Cards	58.6	46.8	(11.8)
d.	Abstracts			
e.	Aperture Cards	13.6	3.5	(10.1)
f.	Microfiche	136.6	203.2	66.6
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		350.0	448.9	98.9

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	16	127	111
b.	Audio Tapes	140	68	(72)
c.	Video Tapes	55	64	9
d.	Disc Packs	44	~~125~~	(19)
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	41	1340	1299
h.	Magnetic Diskettes 8"	1685	3378	1693
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes	142	10	132
d.	Movie Film			
e.	Other *(Describe)* See *2	35.6	57.9	22.3

Comments:

*1 - 3'6" Passports 3' Doc Rec
*2 - 56' viewgraphs 5'9" slides

Signature of Component RMO: STAT

Date: 8 Dec 86

FORM 9-85 3581 EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDI/OIA

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	1,709	2,420.0	711.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,461	1,360.0	101.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	676	464.0	212.0
d.	Other *(Describe)* Forms	384	84.	300.0
	TOTAL LINEAR FEET OF OFFICE FILES	4,230	4,328.0	98.
II.	CARD-SIZE FILES:			
a.	3x5 Cards		9.0	
b.	5x8 Cards	178	174.0	4.
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	15	20.	5.
g.	Other *(Describe)* [redacted]			
	TOTAL LINEAR FEET—CARD-SIZE FILES	193	216.	23.

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	4	18	14
b.	Audio Tapes			
c.	Video Tapes	12	13	1
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards		101	
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"	750	11	739
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)* Imagery	1,097	5,503	4,406

Comments:

STAT S [redacted]

Date: 12/4/86

F[illegible] 9[illegible]

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDI/NESA

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	989	820	-169
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	196	299	+103
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	24	18	- 6
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	1,209	1,137	- 72
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES			

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	5	0	-5
b.	Audio Tapes			
c.	Video Tapes	6	5	-1
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	324	807	+483
h.	Magnetic Diskettes 8"	421	363	- 58
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

Office has added more PCs this year which accounts for still further increase in 5 ¼" diskettes.

STAT Sig

Date: 26 November 1986

FORM 9-85

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDI/CPAS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	620	613	- 7
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,923	1,443	-480
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	7	195	+188
d.	Other *(Describe)* (Production Folders -IMC)	164	178	+ 14
	TOTAL LINEAR FEET OF OFFICE FILES	2,714	2,429	-285
II.	CARD-SIZE FILES:			
a.	3x5 Cards (10 L.F. are receipts)	55	63	+ 8
b.	5x8 Cards	1	6	+ 5
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	9	0	- 9
g.	Other *(Describe)* (3½ X 8½ receipts)	27	27	0
	TOTAL LINEAR FEET—CARD-SIZE FILES	92	96	+ 4

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	110	120	+ 10
b.	Audio Tapes	503	517	+ 14
c.	Video Tapes	1,037	1,024	- 13
d.	Disc Packs	17	19	+ 2
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	248	269	+ 21
h.	Magnetic Diskettes 8"	627	514	-113
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments: 188 L.F. of odd-size material was included with reference material in 1985. Reduction on reference material in 1986 due mainly to various CPAS components purging before major renovations and physical moves. IMC/CB no longer has requirement for microfiche to be given to requestors of finished DI publications in microfiche format).

STAT

Date: 22 November 1986

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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